

California Energy Commission



CLASSIFICATION: Associate Energy Specialist (TED)
(Will consider an Energy Analyst)

TENURE: Permanent

TIME BASE: Full-Time

SALARY: ASSOCIATE ENERGY SPECIALIST (TED): \$ 4,400 - \$ 5,309
ENERGY ANALYST: Range A \$2,817 - \$3,349
Range B \$3,050 - \$3,658
Range C \$3,658 - \$4,400
(Salary will be adjusted accordingly to comply with furlough program.)

LOCATION: Energy Generation Research Office
Energy Research and Development Division

FINAL FILING DATE: Until Filled

DUTIES/RESPONSIBILITIES: Under the supervision of the Energy Commission Supervisor II (TED) in the Energy Generation Research Office, the incumbent serves as part of an interdisciplinary team to plan and implement the programs of the Research Development and Deployment Division (RD&D). The goal of the Division is to oversee energy research, development and demonstration that advance science and technologies to benefit electric and natural gas ratepayers. The incumbent has knowledge of renewable energy concepts, technologies, and practices; performs technical or market analyses to support energy RD&D funding; develops and maintains complex data bases; and develops and manages RD&D projects. The incumbent will also be knowledgeable in relational databases, Excel, Access, PowerPoint, project planning software, and word processing programs. The incumbent has excellent written and verbal communication skills.

- ☐ Contract, project and solicitation management. The incumbent prepares the work statement, budget, schedule, special conditions, measurable technical and economic objectives, which will be used to determine project success, and other materials necessary to finalize the funding agreement and contract document; establishes and maintains a technical and business relationship with the contractor; initiates and approves contract amendments; receives and reviews monthly progress reports and prepares an evaluation of the project; verifies that all contract terms and conditions are met before approving the invoices (if necessary, dispute a particular invoice); conducts independent and in-depth technical reviews of the work conducted by the contractor; works directly with the contractor and makes project site inspections to ensure the project meets technical, fiscal, and administrative objectives; and briefs office, division, and commission management on the status of the project.
- ☐ Proposal evaluation. The incumbent will assess project applications submitted for RD&D solicitations, including providing expert assessment and guidance to Energy Commission management and Commissioners. This includes determining how well the project addresses the scope of the solicitation criteria including, but not limited to: the extent the project will advance science or technology, address market issues and needs, meet specified target goals and objectives; the skill and experience of the project team to carry out the technical tasks within budget and schedule, and move the results into the marketplace; and the adequacy of project funding. The incumbent prepares written findings of such evaluations for use by a technical scoring committee.

RPA #560-091

Position #5600-4056-011

9/28/12

- ☐ Organize, prepare, and make presentations at workshops, seminars, and conferences. The incumbent will prepare reports and presentations on project, program, and technology issues and achievements. The incumbent will brief Office, Division and Commission management on the status of the analysis. The incumbent will develop and prepare input to the RD&D Division's Annual Report to the legislature. The incumbent will develop content for the RD&D Division's Internet site. The incumbent will respond to requests for assistance and information from project proponents and others interested in policy, programs and technologies relating to energy research, development and demonstration in general.
- ☐ As an Energy Analyst, the incumbent will perform the routine, less complex assignments.
- ☐ Other duties as required consistent with the classification.

DESIRABLE EXPERIENCE/QUALIFICATIONS: The successful applicant should have:

- ☐ Excellent interpersonal skills and expected to work within a large team environment.
- ☐ Ability to communicate complicated information in a simple, consumer-friendly manner.
- ☐ Ability to coordinate interdisciplinary projects.

WHO MAY APPLY: All interested eligible persons are encouraged to apply. Applicants must have transfer, list, reinstatement, or SROA/Surplus eligibility. Please indicate your eligibility for this classification and RPA #560-091 on the state application form, STD. 678. **Applications will be screened for experience and only the most qualified will be contacted for an interview.** Appointment is subject to the provisions of the SROA process: SROA/Surplus candidates are encouraged to apply. Surplus employees must attach a copy of their surplus status letter to their application.

INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO:

Audra DeBenedetti (RPA #560-091)
Personnel Office
1516 Ninth Street, MS-3
Sacramento, CA 95814
(916) 654-4515
Audra.DeBenedetti@energy.ca.gov

**California Relay (Telephone) Service
for the Deaf or Hearing-Impaired
From hTDD Phones: 1-800-735-2929
From Voice Phones: 1-800-735-2922**